

## License Reinstatement FAQ

**Reinstatement is the process by which a license is reactivated after it has lapsed.**

### What needs to be included in my reinstatement application?

- ☐ Completed application form
- ☐ Required fee-Check #1--\$50.00 non-refundable processing fee payable to the Vermont Agency of Education
- ☐ Required fee-Check #2--License fee payable to the Vermont Agency of Education.  
*Please note check will be deposited when license is issued.*
  - ☐ \$150 for Level I Reinstatement
  - ☐ \$250 for Level II Reinstatement
- ☐ Legal Form- Disclosure statement and explanation of “yes” responses
- ☐ Legal Form- Mandatory “Good Standing” Declarations
- ☐ Legal Form- Consent for Release of Registry Information
- ☐ Criminal Background Check
  - ☐ Check #3- for \$16.50 - made out to Vermont Department of Public Safety with notarized request for Criminal Background Check. (Ready for the AOE to send Fingerprint Authorization Certificate) **OR**
  - ☐ Copy of completed Authorization to Release form to have Criminal Record Check (CRC) report sent to Agency of Education with letter of continuous employment if the date on CRC Report is more than 1 year old.
- ☐ Verification of required Professional Learning credits/hours
  - ☐ Level I Reinstatement [3 cr. or 45 hrs.; 1 cr. or 15 hrs. in endorsement(s) area(s) being sought]
  - ☐ Level II Reinstatement [9 cr. or 135 hrs.; 3 cr. or 45 hrs. in endorsement(s) area(s) being sought]
- ☐ Documentation of any valid licenses or credentials that are required by the endorsement sought.

### How long will the reinstatement process take?

Applications will be reviewed in date order. Once an application is accepted it will be processed within 30 days of receipt. Pending applications will be closed after 90 days. Exceptions to this policy are at the discretion of the Agency.

### How many credits of professional learning activities are required for reinstatement?

**Level I:** You must show evidence of completing three (3) credits/45 hours of professional learning. One of these credits, or 15 hours, must align with the content and knowledge standards of the endorsement that you wish to reinstate. Professional learning activities must be **no more than three (3) years old** at the time you apply to reinstate. Three years represents one cycle of a Level I license.

**Level II:** You will be required to show nine (9) credits/135 hours of professional learning for each endorsement you wish to reinstate. Professional learning activities for the nine (9) credits/135 hours must be **no more than seven (7) years old**.

**One third of credits/hours must be specific to the endorsement area.**

**Remaining credits** must meet the more general [Core Teaching/Leadership Standards for Vermont Educators](#). These might include new learning in special education, general education, classroom management, technology proficiency, etc.

**Do I need to submit an Individual Professional Learning Plan (IPLP)?**

No. The IPLP is no longer a requirement.

**What kinds of activities can I use to meet the professional learning requirement?**

[Activities that Qualify for Professional Development Credit](#) - this chart details the professional learning activities that are approved by the VSBPE. Also included on this chart are: limitations (if any) on the number of credits you can accrue in each category of activity, the documentation/evidence required, and what you **must** submit for your request to be considered.

**Can I come to the Licensing Office and have someone make decisions on my application while I wait?**

No. The Licensing staff cannot review your materials or process your forms while you wait. You may come to the Licensing Office and drop off your forms. We will acknowledge the receipt of your application in the same manner as if the forms had been received by mail.

**Can I complete my application on-line?**

Yes. Please use the following link for directions on how to access the AOE's online system for educators [http://education.vermont.gov/documents/EDU-Licensing\\_Register\\_ALiS.pdf](http://education.vermont.gov/documents/EDU-Licensing_Register_ALiS.pdf).

**Will the Licensing Office approve my professional learning over the phone?**

No. All applications are reviewed from documents submitted either in paper or online. The chair of your L/RSB must sign your professional development form if you are working in a school served by such a board.

**What do I do if I don't have my license by the first day of school?**

We recommend that educators estimate when their license will be approved by adding 90 business days to the date on the Licensing Office application acceptance letter. If the date is close to the beginning of your contract start date you are encouraged to speak to your superintendent. He or she may consider a provisional license for you if applicable. These requests must be initiated by the superintendent and cannot be initiated by the educator.

**Do I have to go back to school and take college courses for reinstatement?**

You have that option. However, college courses are only one type of approved professional learning activity. There are other forms of activities approved by the VSBPE. See the [Activities that Qualify for Professional Learning Credit](#). This is the VSBPE approved list of allowable activities and their limits. The Licensing Office and Local and Regional Standards Boards are obligated to approve professional development activities for reinstatement under the rules of this policy.

**I had a Level II license before I let my license lapse. Can I reinstate as a Level I?**

No. You must reinstate at the same level of license you had prior to its expiration.

**I'm working in a school served by a local/regional standards board. Do they have to sign my Professional Learning Form?**

Yes. **Please note:** Reinstatement requirements shall be the same as current renewal requirements for each license/endorsement being reinstated. Please contact your L/RSB as soon as possible.

**I'm not working in a school or I am working in a private school that is NOT served by a local/regional standards board. Do I have to find a local/regional standards board to sign my Professional Learning Form?**

There may be a board in your geographic area that will review your form. If you are unsure, please contact Deborah Giles at [Deborah.Giles@vermont.gov](mailto:Deborah.Giles@vermont.gov) for a name and contact information of a Board that may serve you. If not, the Licensing Office will review your professional learning form when you submit your reinstatement material. Send your completed reinstatement packet to the Licensing Office.

**When I apply for reinstatement, can I add an additional endorsement at the same time?**

No. You must first reinstate your license. You may apply for an additional endorsement through Transcript Review or Peer Review after you have reinstated your license.

**I have more than one endorsement on my license. Do I pay for each endorsement that I reinstate?**

No. The fee is for the license, not the endorsement. The Level I licensing fee is \$150 plus a \$50.00 application processing fee. The Level II licensing fee is \$250 plus a \$50.00 application processing fee. These amounts remain the same regardless of the number of endorsements you have.

**Do I have to reinstate all my endorsements?**

No. You only need to reinstate those endorsements that you plan to be teaching under. However, you may choose to reinstate all of your endorsements if you wish.

**My license was a Level I when it expired. Can I upgrade to a Level II when I reinstate?**

No. You must reinstate the same level license that lapsed.

**I had both a Level I and Level II license. Must I reinstate both of them?**

No. You only need to reinstate the license that carries the endorsement you plan to be teaching under. However, if you wish to reinstate the Level I and Level II license, you may. In addition, if you plan to reinstate an endorsement on a Level I license as well as an endorsement on a Level II license, you will need to pay the fees for both licenses (Level I @ \$150, Level II @ \$250 + \$50.00 processing fee = \$450).

**Is a High Qualified Teacher (HQT) determination part of the reinstatement process?**

Yes. After your license has been reinstated, your information will be reviewed to determine your HQT status. Please refer to the following link for more information concerning FAQ's regarding HQT status [http://education.vermont.gov/documents/educ\\_licensing\\_hqt\\_faq.pdf](http://education.vermont.gov/documents/educ_licensing_hqt_faq.pdf).

**I've read all the instructions carefully and still have questions. Can I call the Licensing Office?**

Yes. Licensing Assistants are available Monday – Friday 8:00 AM to 4:30 PM

**Contacting the Licensing Office:**

**E-mail:**        [AOE.LicensingInfo@vermont.gov](mailto:AOE.LicensingInfo@vermont.gov)

**Mail to:**        Office of Educator Licensing  
Vermont Agency of Education  
219 North Main St., Suite 402  
Barre, Vermont 05641

**Web page:**  
[education.vermont.gov/licensing](http://education.vermont.gov/licensing)

**Call the Licensing Help Line:**

Telephone: (802) 479 - 1700  
Fax:        (802) 479 - 4313  
*Monday through Friday*  
*8:00 AM – 4:30 PM*

**Where do I send my reinstatement forms?**

Office of Educator Licensing  
Vermont Agency of Education  
219 North Main Street, Suite 402  
Barre, VT 05641